

## CHAPTER 7

### AERONAUTICAL AND SPECIAL PILOT RATINGS

#### 7-1. AUTHORITY AND SCOPE

**a. Applicable regulations.** CAP aeronautical ratings are regulated under the provisions of CAPR 35-6, *Aeronautical Ratings, Emergency Services Patch and Badges, and Ground Team Badges*, paragraphs 1 and 5. In addition, special pilot ratings are granted under the authority of CAPR 60-1, *CAP Flight Management*, Chapter 3. With the development of the Member Information Management System (MIMS), several letters have been published by CAP NHQ to modify the requirements specified in these regulations. Copies of these letters are available at the Forms and Publications (CAP Pubs in E-Services) page on the National Web Site.

**b. Approving authority.** The CAWG/CC is the approving authority for all of the ratings covered in this chapter. The commander has delegated authority to award Solo Pilot ratings to the Unit Commander, and designated CAWG/DOV as the directorate responsible for reviewing and approving all other aeronautical and special pilot rating applications. Wing Commander designation of certain Pilot Specialties (Orientation Pilots, Instructor Pilots and Check Pilots) specified in CAPR 60-1 has been replaced by CAWG/DOV approval of the specialty achievement in MIMS.

**c. Scope.** This chapter describes an **INTERIM** procedure for the initial application for two pilot specialties active in California Wing, Glider Tow Pilot and Chief Check Pilot. The former is not yet included in MIMS processing while the latter is a CAWG version of Check Pilot unlikely to be included. Instructor Pilot, Check Pilot and Mission Check Pilot specialties are included in this chapter to provide a consistent process of achieving any of them. These procedures are in addition to the processing required to document the achievement(s) in MIMS.

Application for all aeronautical ratings, including approvals, are done in MIMS, using the “CAP Awards” feature of the Ops-CAPPilot or “ES Awards” feature of Ops-Emergency Services modules. Pilot specialties are found as various features within the Ops-CAPPilot module. Emergency services specialties for aircrew positions (i.e., mission pilot, transport pilot, mission observer and mission scanner) are described in Chapter 8 of this guide. Emergency services specialties are all done in MIMS, and reviewed and approved by different staff sections at CAWG HQ.

**d. Tutorial.** A detailed tutorial has been developed to assist the user in becoming familiar with the many features of MIMS. It is highly suggested this document be downloaded and printed, so as to be handy while navigating through the MIMS. The tutorial is located on the CAWG Web Site at <http://www.cawg.cap.gov/html/Pubs/manuals.htm>

#### 7-2. APPLICATION PROCEDURES

**a. Form.** Application for the pilot specialties listed above is made on CAWGF 117, *Request for Aeronautical Authorizations*. The form is designed to be computer-generated for legibility.

A Microsoft Word template of the form may be downloaded from the CAWG Web Site at <http://www.cawg.cap.gov/html/Pubs/forms.htm>

**b. Action by Member or Unit Designee.** Post all applicable tasks to MIMS. On the CAWGF 117, fill out the header information and Name, Grade and CAPID of the applicant. Place a check or "X" in one or more boxes (Tow Pilot, Instructor Pilot, Check Pilot, etc.) as appropriate to the designation being sought. Print and forward the form with the Form 5 package described in Paragraph 7-4 to the Unit Commander for approval.

**c. Action by Unit Commander.** Review the member's documentation and verify that all appropriate entries have been made in MIMS. If the application is acceptable, approve the MIMS achievement. Sign the CAWGF 117, and enter the Title and Charter of the Commander, and Date of Approval. If the application is disapproved, do not approve the MIMS achievement, state the reason for disapproval in the Remarks, and return the application to the member for corrective action.

**1) Tow Pilot.** If the application is approved, attach the CAWF 117 to the Form 5 package, and forward to CAWG/DOV by US Mail or fax.

**NOTE:** This action applies only to the INITIAL application for Tow Pilot. Since Tow Pilot is a one-time designation, renewals are treated as a renewal of CAP Airplane Pilot and are handled electronically within MIMS. CAWGF 117 is not required for renewal.

**2) Instructor/Check Pilots.** If the application is approved, attach the CAWGF 117 to the Form 5 package and forward to CAWG/DOV by US Mail or fax.

**NOTE:** This procedure applies to INITIAL designation of the Instructor and/or Check Pilot specialties. Renewal of time-limited documentation is treated in MIMS as a renewal of the corresponding Ops-CAPPilot achievement. The specialty may be exercised provided the member continues to satisfy all criteria of the specialty (e.g., CFI recertification, NCPSC recertification, Form 5 endorsement, etc). Update MIMS and provide a copy of the document to CAWG/DOV to keep the pilot records at CAWG HQ synchronized with those at the unit. CAWGF 117 is not required for renewal.

Instructor Pilots do not have to maintain duplicate files at their unit and wing, but they must have an INITIAL designation by CAWG/DOV. Since most Instructor Pilots are also designated Check Pilots, they must comply with CAPR 60-1 regarding pilot records. Those persons holding only an Instructor Pilot designation need not maintain duplicate records after the INITIAL designation is achieved.

**d. Verification and certification.** Unit commanders endorsing CAWGF 117 for approval of pilot specialties are responsible for examining the applicant's credentials and other documentation. The unit commander's endorsement certifies that the commander, or the designee granted commander privileges, has personally done this; that the information submitted is true and correct; that copies of all documentation are current and on file in the member's records; and that all appropriate entries have been made, verified and/or approved in MIMS. The unit commander's endorsement further implies that the applicant is considered competent to perform the duties of the designation being sought.

**e. Action by CAWG.** CAWG/DOV should review CAWGF 117 and the Form 5 package for completeness, and verify that applicant qualifications and certifications are posted to MIMS. Designation is granted by CAWG/DOV by signing his Name, and entering Title and Charter in the signature block, checking Approved, and posting the Date and Control Number of the action from his control log. The completed CAWGF 117 will be returned to the unit and a copy will be sent to the appropriate Group CC. Rejected applications will be returned with an explanation of the reason for rejection. A copy of the completed CAWGF 117 and the Form 5 package will be retained on file at CAWG/DOV. Finally, the MIMS request for approval of the specialty will be approved and returned electronically.

**f. Action by Unit.** A copy of the approved CAWGF 117 should be retained permanently in the member's personnel or pilot file. The member should keep the original of the approved form in a personal file maintained by the member.

### 7-3. PILOT CURRENCY

To maintain current flying status in CAP, each pilot must annually obtain a CAPF 5 check ride, completed in accordance with CAPR 60-1. Documentation of this flight check, in addition to other documents of a time limited nature (Medical certificate, Biennial Flight Review, etc.), are to be filed in the member's personnel or pilot file at the unit of assignment. It is no longer necessary to provide copies of these documents to CAWG/DOV, unless the member is a Check Pilot, Chief Check Pilot or Mission Check Pilot. In these cases, copies of each document will be faxed or mailed to CAWG/DOV for file.

### 7-4. FORM 5 PACKAGE

**a.** The following documents constitute a Form 5 package. For those members who are required to provide paper documentation to CAWG/DOV, the package should be assembled as follows:

1. CAPF 5, completed and signed by the check pilot and unit DO.
2. CAWGF 118, Pilot Data Summary, brought current since last submission.
3. Aircraft Data Summary for each aircraft the pilot is qualified to fly, and for which an Initial CAPF 5 has previously been completed.

**Note:** Fresh Aircraft Data Summaries for all aircraft the pilot flies are required with every Form 5 each year, even if no check flight is taken in the aircraft.

4. Statement of Understanding.
5. Completion certificate printed from the HQ CAP on-line examination found at <https://tests.cap.af.mil/ops/tests/default.cfm>; or a completed Form 5 Test; or answer sheet used for the Form 5 Test. The check pilot should sign and indicate the score on locally administered and scored tests.
6. Copies of these credentials, all current:
  - (a) FAA pilot certificate.
  - (b) FAA medical certificate.
  - (c) Logbook page showing certification of BFR or equivalent (e.g., instrument proficiency check).

(d) CAP membership card.

(e) Copy of certificate indicating completion of *National Check Pilot Standardization Course (NCPSC)*, for check pilots only.

**b. Submission method.** The Form 5 package is submitted directly to CAWG/DOV via US Mail or fax. If a CAWGF 117 is used, it serves as a cover letter to the package.

**c. Additional aircraft checkouts.** The Form 5 package is required for every aircraft in which the pilot obtains a CAPF 5 check ride, including a complete set of aircraft questionnaires for all aircraft in which the pilot has previously passed an Initial CAPF 5 check flight and wishes to use in the subsequent year. The pilot's file is then updated IAW CAPR 60-1, using the latest CAPF 5 package and retaining copies of previous Forms 5 and 91 as described in CAPR 60-1. This action resets the 12 month clock for maintaining currency.